

## VIII. STATUS OF RECOMMENDATIONS FROM THE FIRST AND SECOND ADVISORY COMMITTEE REPORTS AND ANALYSIS OF RESOURCE REQUIREMENTS

### A. Maximizing Documentation of the Legislative Process

1. Assess the informational and evidential values of congressional committee records (i.e. modern records survey).

*Status:* Ongoing. Records of House Committees and Senate Committees have been surveyed to determine if the committees' activities have been adequately documented. Surveys continue as description for modern records is done for the Committee Resource Guides for Senate and House committees.

2. Evaluate the archival impact of technology on congressional documentation.

*Status:* Ongoing. The National Archives and Records Administration and the Center for Legislative Archives will continue to examine all aspects of electronic records management. The Archives has several research and development partnerships with the San Diego Super Computer Center and federal agencies to find long-term preservation and access solutions for electronic records. The Center is represented in the meetings of the Legislative Branch SGML Technical Committee and follows the development of the Senate and House computer systems offices.

3. Identify and survey congressional electronic records systems.

*Status:* Ongoing. Offices in the Senate and House inventory the congressional electronic records systems; a survey of Senate web site records content was recently completed.

4. Develop electronic records guidelines and standards.

*Status:* Ongoing. The National Archives and Records Administration and other agencies have developed electronic records guidelines and standards which have been communicated to congressional staffs in the Senate and House records management manuals.

5. Assess value of e-mail.

*Status:* Ongoing. Appraisal standards and retention schedules for e-mail federal records are being developed by the National Archives and Records Administration and other agencies.

6. Work closely with the Electronic and Special Media Records Services Division to preserve and copy electronic records to stable media.

*Status:* Ongoing. Electronic records received by the Center have been inventoried and analyzed for conversion to stable media. Senate and House records have been used in San Diego Super Computer studies to develop long-term preservation and access to archival electronic records.

7. Develop on-site capability for electronic access and reference.

*Status:* Ongoing. Capability for on-site reference access to Internet is planned as a part of the National Archives Building renovation. Ultimately, there will be access to selected legislative records as well as to finding aids.

8. Survey, schedule, and accession records from Legislative Support Agencies.

*Status:* Ongoing. The Center surveyed, scheduled, and received records from the Government Printing Office, General Accounting Office, Congressional Budget Office, and Office of Technology Assessment.

9. Provide records management assistance and obtain records from political party policy committees, congressional campaign committees, Legislative Support Organizations, and key caucuses.

*Status:* Ongoing. The Center accessioned records from the Democratic Senatorial Campaign Committee, Congressional Arts Caucus, Congressional Caucus on Women's Issues, Environmental and Energy Study Conference, Arms Control and Foreign Policy Caucus, Congressional Hispanic Caucus, and Northeast-Midwest Congressional Coalition. The Center continues to pursue other accessions.

10. Solicit records from prominent congressional committee staff members.

*Status:* Ongoing. No papers from prominent committee staff members have been accessioned, but the Center consults with the Senate Historical Office and congressional committee offices to identify and possibly accession papers at risk.

11. Collect oral history interviews and research interviews, and make them available on the World Wide Web.

*Status:* Ongoing. The Center continues to collect oral histories and research interviews conducted by scholars and other congressional experts. Interview transcripts are posted on the Center's web site.

12. Get interviews from U.S. Association of Former Members of Congress at the Library of Congress.

*Status:* Ongoing. The Center has received permission from the Association to obtain the interviews. The Center has also advised the Congressional Legacies Project in its initiatives to conduct additional interviews.

## **B. Preservation Priorities**

1. Ensure preservation of records in all formats.

*Status:* Ongoing. The Center works with the preservation, special media, and electronic offices in the National Archives and Records Administration to assure that congressional records are preserved in all formats.

2. Systematically locate, segregate, and do conservation work on valuable congressional records.

*Status:* Ongoing. Records of significant historic and/or intrinsic value are placed in the Center's vault, and if necessary sent to the preservation laboratory for conservation work. More than a hundred valuable congressional documents have been conserved in the preservation laboratory in the last five years.

3. Have preservation work done on oversized records.

*Status:* Ongoing. Conservation continues on oversized congressional records, focusing on maps found among textual holdings that require flattening and placement in appropriate housings.

4. Have preservation work done on bound volumes.

*Status:* Postponed. Because of the demands on the conservation laboratories during the renovation of the National Archives Building, preservation work on bound volumes has been postponed until the completion of the renovation.

5. Have a GS-12 conservator and conservator aid hired and dedicated solely to congressional records preservation work.

*Status:* Postponed. This request will be resubmitted after completion of National Archives Building renovation.

6. Monitor digitizing project at Carter Library as an alternative to completing filming of the records of the first 14 congresses.

*Status:* Ongoing. Microfilming the records of the first 14 congresses was deferred to explore the alternative of digitizing those records. The microfilming project has been resumed and the records of the Ninth Congress will be filmed in FY 2001.

7. Holdings maintenance work should focus on records of the 84th to 91st congresses (1955–1971) and the thermofax records in those series.

*Status:* Ongoing. The Center did holdings maintenance on 3,713 cubic feet of Senate and House records from 1996 to 2000 on records of the 84th to 91st congresses.

8. Monitor technical issues related to videotapes of floor proceedings.

*Status:* Ongoing. The Center and other units in the National Archives and Records Administration are involved in the planning for digital transmissions of the floor proceedings and committee hearings being developed by the Senate's Office of the Sergeant at Arms.

9. Work to preserve and transfer to the Special Media Archives Services Division special media records found in textual records, and create a special media data base for those records.

*Status:* Ongoing. Special media records are transferred regularly to the Special Media Archives Services Division, but at this date, transfer records are generated in hard copy.

### C. Access and Reference

1. Develop a Congressional Research Center with Internet hookups to Hill systems, other repositories, data bases, and other sources of congressional information.

*Status:* Ongoing. The Congressional Research Center was established in the East Research Room on the second floor of the National Archives Building in 1997 and includes congressional finding aids, and books on Congress. As a part of the renovation of the building, the West Research Room will become the Congressional Library and Conference Room. The renovation will provide additional cabling that will allow researchers to have access to finding aids and resources outside the National Archives.

2. Declassify records.

*Status:* Ongoing. The Center has declassified thousands of pages of congressional documents and many more thousands of documents have been referred to executive agencies for their review and declassification. The major collections of records that have been declassified include records on the Kennedy assassination, POWs and MIAs, and from the Joint Committee on Atomic Energy. Under Executive Order No. 12958, classified Senate records were comprehensively surveyed for systematic declassification.

3. Digitize selected parts of the holdings and put on the World Wide Web.

*Status:* Ongoing. Congressional records were digitized and posted on the National Archives web site as a part of the Electronic Access Project. Similarly, document images are a feature of the Committee Resource Guide for the Senate Armed Services Committee on the Center web site, and more documents will be digitized and posted as more guides are created.

4. Experiment with congressional offices for World Wide Web presence.

*Status:* The Center has provided images to congressional offices for their web sites and links to other sources of congressional information. Specifically, the Center assisted Senator Byron Dorgan's office with images of documents from the Lewis and Clark expedition, and the series of Committee Resource Guides will provide opportunities for web partnerships with other congressional offices.

5. Create an information clearinghouse for the history of Congress.

*Status:* Ongoing. The Center continues to collect finding aids of other repositories and provide links to other repositories on the Center's web site.

6. Acquire book collections on congressional history.

*Status:* Ongoing. The Center received the book collections of John Elleff and Roger Davidson, which will be placed in the new Congressional Library and Conference Room after the completion of the National Archives Building renovation. The Center continues to seek other collections.

7. Continue the Standing Committees History Project

*Status:* Ongoing. The Center has completed the history of the Senate Armed Services Committee and will continue the standing committee histories as a feature of the online Committee Resource Guide series.

8. Prepare documentary publications

*Status:* Ongoing. The Senate Historical Office has an active program to produce documentary publications, including the recently issued *Minutes of the U.S. Senate Democratic Conference, Fifty-eighth Congress through Eighty-eighth Congress, 1903-1964* and *Minutes of the U.S. Senate Republican Conference, Sixty-second Congress through Eighty-eighth Congress, 1911-1964*.

#### D. Outreach

1. Educational resource project on the history of Congress should include a documentary packet, CD-ROM publication, and an exhibit.

*Status:* Ongoing. Volume one of the Congress educational resource is scheduled for publication in the fall of 2001. NARA's "Treasures of Congress" exhibit was displayed in the Rotunda of the National Archives Building from January 21, 2000 through February 2001.

2. Include legislative records in NARA's "Electronic Pilot Project on the American West."

*Status:* Completed. The pilot project was succeeded by NARA's "National Archives Information Locator" (NAIL), which includes digitized versions of more than 500 pages from the records of Congress in the online data base.

3. Create Center web page

*Status:* Completed. The Center's web site went on-line in May 1996 and features on-line versions of published guides and finding aids, the Committee Resource Guide series, special collections, and information for researchers.

4. Continue to mine the records of Congress for state and local history

*Status:* Ongoing. Reference and outreach activities continue to identify significant documents in the history of states and localities, which have been described in a data base. Selected documents have been loaned for exhibition, featured on special tours of the Center, or reproduced as facsimiles for Members of Congress and other guests.

5. Develop within the next three years a traveling or on-line exhibit on the history and operation of Congress.

*Status:* Completed. The on-line version of the "Treasures of Congress" exhibit was made available in April 2000 on the NARA web site.